

TOWN OF BEAUX ARTS VILLAGE
BUILDING DEPARTMENT



10550 SE 27th Street
Beaux Arts, WA 98004
425.454.8580 Fax 425.688.1786

For Inspections, please call:
Rick Roberts, CHS Engineers 425.637.3693 ext 148

Applicants and Contractors:
Please code sales tax for job-related expenditures to the **Town's sales tax revenue #1703.**

BUILDING-PERMIT-APPLICATION INSTRUCTIONS

Welcome to the Beaux Arts building-permit process. The attached packet includes instructions, information, pertinent ordinances, and forms for your use in completing your application for plan review and building permit. A building permit is the means by which property owners demonstrate that construction proposed for their property complies with any and all provisions of the laws, ordinances, and codes in effect at the time the permit application is filed with the Town Clerk.

To obtain a building permit for your proposed construction project, please complete the following steps:

1. READ THE TOWN BUILDING CODE AND ZONING CODE ORDINANCES. These ordinances describe the requirements for your project, including the relevant uniform design codes and siting regulations, e.g. Setbacks, height limits, lot coverage and gross-floor-area restrictions, etc. As the applicant, you are responsible for determining and complying with all legal requirements. If the proposed project does not comply with the Town Zoning Code, you must submit a completed Application for Variance. The Town will not consider any plea for relief from compliance due to ignorance of the law, lack of information, or the Town's failure to prevent a violation.

2. DETERMINE WHICH OF THE FOLLOWING DOCUMENTS ARE REQUIRED for your project when filing an application for plan review and building permit.

A. APPLICATION FORM AND CHECKLIST: You must complete an Application for Plan Review and Building Permit and a Building-Permit Checklist for all proposed construction requiring a building permit, provide all information requested, answer all questions accurately and neatly, and sign the application.

B. PLAN-REVIEW FEE: You must pay a plan-review fee based on the fair market valuation of the proposed construction when filing an Application for Plan Review and Building Permit.

C. PLANS AND SPECIFICATIONS: You must provide the following plans and specifications as required by the Town Building Code ordinance:

- A **SITE PLAN** showing the exact dimensions of the property to an appropriate engineer's scale (e.g. 1"=20'). Please show all existing and proposed buildings or improvements and their setbacks, tree and ground cover, adjoining streets, watercourses, access points, fencing, and other information that will illustrate your proposal on your site plan.
- **FLOOR PLANS** for each floor showing the existing floor configurations and any proposed new construction.
- A **FOUNDATION AND STRUCTURAL FLOOR PLAN.**
- A **TYPICAL SECTION DRAWING** through the house at its highest point.
- **ELEVATION PLANS** showing all views, i.e. Front, rear, and sides.
- **OTHER SPECIFICATIONS, CALCULATIONS, SURVEYS, REPORTS, AND INFORMATION** as may be available to you at the time the application is submitted. During the plan review, the Building Official may require that you submit additional plans, specifications, etc. when needed to demonstrate code compliance.
- A **WASHINGTON STATE ENERGY CODE CHECKLIST.** See <http://www.energy.wsu.edu/buildings>

D. EVIDENCE OF FIRE MARSHAL REVIEW: When a review by the Fire Marshal is required, you must submit **four** copies of your original plans to the Fire Marshal **before** submittal of the application to the Town. All copies will be stamped as reviewed by the Fire Marshal and noted as to whether a sprinkler system is required or not. **Three** of these original copies will be submitted to the Town with your application. 425-452-6032

REQUIREMENT OF FIRE SPRINKLER SYSTEM: If a fire sprinkler system is required by the Fire Marshal, **three** sets of plans are submitted to the Fire Marshal for review and approval. **Two** sets of these reviewed plans will be submitted to the Town with an application for a separate building permit. **The Fire Marshal does the inspections.**

E. An APPLICATION FOR MECHANICAL PERMIT: You must submit an application for mechanical permit when the proposed project includes the installation of new mechanical equipment.

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3. **COMPLETE THE APPROPRIATE NUMBER OF COPIES OF THE APPLICATION FORM**, including all other supplemental forms, as follows:

- When a plan review is required, submit three (3) copies of the application forms, plans, specifications, calculations, surveys, reports, and other information needed. **If a Fire Marshal review is necessary**, these same **three** sets of the plans must have been reviewed by the Fire Marshal with his/her stamp of review on all three sets before submittal to the Town.
- When no plan review is required, submit three (3) copies of the application forms and any plans.

4. **CONTACT THE TOWN CLERK AT 454-8580 AND MAKE AN APPOINTMENT TO SUBMIT THE COMPLETED APPLICATION** documents and fees to the Town Clerk. When filed with the Town Clerk, items 2A through E (as required) constitute a complete Application for Plan Review and Building Permit. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept it.

5. After accepting your application documents and fees, the Town Clerk will process your application.

- The Town Clerk will forward the application documents to the Town Building Official for his/her review and recommendation. If the Building Official needs additional or revised information to complete the plan review, he/she will notify you directly, whenever possible. **PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
- When the Building Official determines that your plans comply with all Town rules and regulations, he/she will approve the permit for issue. Your plan review is valid for 180 days. You must pay for and collect your permit during this time, or your plan review will expire.
- After collecting a building-permit fee, the Town Clerk will issue your building permit. Your building permit will expire either (1) in 180 days from permit's date of issue if the project work has not begun OR (2) within one year of the permit's date of issue if all excavation or exterior construction is not completed.

6. If the Building Official determines that the proposed work requires a variance, he/she will notify you of the type of variance needed. **CONTACT THE TOWN CLERK TO OBTAIN THE NECESSARY VARIANCE-APPLICATION FORMS AND INSTRUCTIONS.** No permit will be issued unless and until the Board of Adjustment grants the variance needed for the proposed work. Requests for variance and applications for permits may be processed concurrently.

7. After your permit-application is approved by the Building Official, **CONTACT THE TOWN CLERK TO ARRANGE PAYMENT OF THE BUILDING-PERMIT FEE.** You must pay a building-permit fee based on the fair market valuation of the proposed construction before the Town Clerk will issue your permit.

8. **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE SITE** of the proposed work and keep the set of application documents labeled "Builder Copy" available on the jobsite at all times.

9. If any changes are made to your project after the initial plan review is completed, **CONTACT THE TOWN CLERK TO SUBMIT DOCUMENTS** illustrating the proposed changes and indicating their fair market valuation. The Town Clerk will notify you of the additional plan-review and building-permit fees associated with your changes and will forward the submitted documents to the Town Building Official for his/her review. After the Building Official approves your changes, the Town Clerk will provide documentation of the approval after all fees have been paid. **RETAIN THE REVISED PERMIT DOCUMENTS WITH THE "BUILDER COPY" SET ON THE JOBSITE AT ALL TIMES.** Deviations from your approved permit documents that are not reviewed and approved in advance may delay the completion of your project.

11. During the construction phase, the Building Official will perform inspections at the following milestones:

- **FOUNDATION** - to be called when all required steel is in place and forms are complete; all property lines shall be clearly marked at the time of this inspection.
- **FRAMING** - to be called prior to placing insulation and after heating, wiring, and plumbing approvals, as appropriate, have been granted by the proper agencies.
- **INSULATION** - to be called after insulation is in place and thermal requirements are completed and before sheetrock or other covering is installed.
- **SHEETROCK** - to be called after sheetrock is installed.
- **FINAL** - to be called after all other required inspections and corrections are completed; the final inspection must be completed before the project may be legally occupied.

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12. When your project has reached one of these milestones, **CONTACT THE INSPECTOR DIRECTLY AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION AND AT LEAST 3 DAYS IN ADVANCE TO SCHEDULE A FINAL INSPECTION.** A portion of your Building Permit Fee covers the charges of your project invoiced to the Town. Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Inspector in advance. Should the cost of your project's inspections exceed the fees set aside for them, you will be charged and billed for the excess inspection costs by the Town. Some of the conditions under which re-inspection charges may be incurred include but are not limited to:

- permit or permit documents not posted or not available on the jobsite.
- work to be inspected not complete enough to perform inspection.
- access to project not provided on the scheduled date and/or time of inspection.
- construction performed without a valid permit.
- construction performed that deviates from the approved permit documents.

13. **AS THE PERMIT HOLDER, IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF THE REQUIREMENTS FOR CONSTRUCTION AND TO ENSURE THEIR COMPLIANCE.** All permits issued are conditioned upon compliance with any and all provisions of the laws, ordinances and codes in effect at the time the permit application was filed with the Town Clerk. Permits issued in error or on the basis of incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time the violation becomes apparent to an official of the Town.

15. Your building permit is valid for a period of eighteen (18) months from the date of permit issue provided the conditions of the permit are met. If you need an extension of your permit, **CONTACT THE TOWN CLERK TO ARRANGE TO SUBMIT A WRITTEN REQUEST FOR PERMIT EXTENSION** to the Board.

16. If you decide not to proceed with your project after obtaining a permit, **CONTACT THE TOWN CLERK.** You may be eligible for a partial refund of the permit fees you paid.